| APPLICATI                                   | DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION   |                                       |  |  |
|---|--|---------------------------------------|--|--|
|   | Publication No. 76—RM—1 for instructions on completing as and History, Records Management Division, 330 Capito Section.  |                                       |  |  |
| FOR AGENCY USE                              | 1. Agency Address  | FOR RECORDS MANAGEMENT USE            |  |  |
| Application Date                            | Office of Comptroller General  | Application Number                    |  |  |
|   | State Fire Marshal's Office  |                                       |  |  |
| Anationing Number                           | Manufactured Homes Div., Floyd Bldg.   | 73-/38-A Date Received Date Completed |  |  |
| Application Number                          | No. 2 Martin Luther King Jr. Dr., Room 62  | JUL 1 8 1985   JUL 2 9 1985           |  |  |
|   | West Tower, Atlanta, Georgia 30334   |                                       |  |  |
| 2. Person to Contact                        | Working Title  | Telephone Number                      |  |  |
| Pete Paulsen                                | Director, Manufactured Homes Div   | vision 656-2064                       |  |  |
| 3. Action Requested                         |  |                                       |  |  |
|   | Schedule; record will continue to accumulate.  |                                       |  |  |
|   | ecumulation; no further accumulation anticipated.  |                                       |  |  |
| c. IX Amend Application  4. Dates of Series | No. 73-139-A(5-16heck One: D) Change;  Superco   |                                       |  |  |
| Earliest Latest                             | 3. Records Series Title Trollowed by true used in office, in   |                                       |  |  |
| 0/60   Data                                 | Linemand Colombia Mahila Hama Ranlawa Fi   | . 1                                   |  |  |
| 9/68 Date  6. Division and Office Function  | Licensed Georgia Mobile Home Dealers Fin What is the function of the Division and the Office in the Control of the Division and the Office in the Control of the Division and the Office in the Control of the Division and the Office in the Control of the Division and the Office in the Control of the Division and the Office in the Control of the Division and the Office in the Control of the Division and the Office in the Division |                                       |  |  |
|   | Iniform Standards Code for Factory Manufact  |                                       |  |  |
|   | se the construction of mobile that are mar   |                                       |  |  |
| •   | ed for sale in Georgia. To license, inspe  |                                       |  |  |
|   | nufacturers in the State of Georiga. To i  |                                       |  |  |
| manufacturers. Rev                          | riews all plans, specifications, and test da   | ata submitted by mobile home          |  |  |
|   | ists plant personnel in correcting product   |                                       |  |  |
|   | rs. Issues Code Certification Decals to mo   |                                       |  |  |
|   | ne complaints made by consumers against mob  | oile home manufacturers and           |  |  |
| dealers.                                    |  |                                       |  |  |
| •   |  |                                       |  |  |
|   |  |                                       |  |  |
| ·   |  |                                       |  |  |
| 7. Record Series Description                | This file contains the following documents (include form Attach samples of the file.   | numbers and titles, if any):          |  |  |
| Documents relating to:                      | The Administration of the Uniform Stand Manufactured Moveable Homes Act.   | dards Code for Factory                |  |  |
| included are:                               | Copies of the applications for license (FM 58), related to inspections and lic   |                                       |  |  |
|   | · · · · · · · · · · · · · · · · · · ·  | ,                                     |  |  |
|   | * .  |                                       |  |  |
| ·   |  |                                       |  |  |
|   | •  |                                       |  |  |
|   |  |                                       |  |  |
| 18.50                                       | and the first of the same  |                                       |  |  |
|   |  |                                       |  |  |
| File is arranged:                           | Numerically by Code Key numbers.   |                                       |  |  |
|   |  |                                       |  |  |
| 8. Monthly Reference Rate                   | How often are records referred to which are:   |                                       |  |  |
| _   | VICE ; Seven to twelve months old <u>TWICE</u> ; Thirteen  | to twenty-faur months old             |  |  |
| twenty-five months and old                  | er?  | to twenty-root months old             |  |  |
| 9. Annual Rate of Accumulati                | on of Records  |                                       |  |  |
| Letter-size drawers                         | ; Legal-size drawers2; Shelves   | ; Other (specify)                     |  |  |
|   |  |                                       |  |  |
| AR-50-71; Rev. 76                           | (Over)   |                                       |  |  |

| X If not, where i   | <u>s it?</u>            |  |                |  |   |  |
|---|-------------------------|--|----------------|--|---|--|
| b. Does the series  | contain confid          |  |                | ecurity handling? If ye                      | •   |  |
| X c. Is this a vital re   | ecord?                  |  |                |  |   |  |
| X d. Does this serie  | s have historical       | l or long term res   | earch value?   |  | (1988) T. M. William regarded spiritely and construction of the     |  |
| e. When one or to   | wo documents            | in the file make it  | t necessary to | keep the entire file for                     | a long period, could  | d these  |
| X documents be  | scheduled separ         | rately?  |                | If yes, attach copy.                         | عال الماليات الماليات المسالية<br>الماليات الماليات الماليات المساليات  | معلیم کی مولی چیک معالقی بودن و امام استان می  |
|   |                         |  |                |  |   | g and general property.  |
| g. is the informal  | CODY.                   | in this series ever  | anaiyzed and   | d/or recorded in a summ                      | narized report?   |  |
| h. is there a dupl  |                         | eries in your offi   | ce, or in ano  | ther office or agency?                       |   |  |
| X If yes, where?  |                         |  |                |  |   |  |
| X i. Is this series (a  |                         |  |                |  |   |  |
| 11. Retention Requirements  |                         | n <u>a combuter brit</u><br>ie following requi   |                | to be kept:                                  |   | ر از الم <del>رکب در این بادر و ۱</del> ۵ هماند به بیوانید ب <del>رگاه با ۱۵ میکاند.</del><br>ا  |
| ·   | •                       |  | •              |  |   |  |
| a. State Law  |                         | years.   | d.             | Audit period                                 | <u> </u>  | · years.   |
| <ul><li>b. Statute of limitation</li><li>c. Federal law</li></ul> | 30                      | , уса: э,  | e.             | Administrative need Federal retention instru | 0   | years.   |
| c. rederatilaw  |                         | years.   | τ,             | rederal retention instru                     | actions   | years.   |
| Attach converse avecant of  | اعبده مع عمسامه:        | one Evolain ad   | inietrativa ma | ad   |   |  |
| Attach copy or excerpt of Federal Register, N                     |                         | <u>=</u> '   |                |  | ion Subnant L   |  |
| paragraph 3282.362  |                         |  |                |  |   | -  |
| the life of the mot   |                         |  |                |  |   |  |
| the Tire of the mor   | TIC Home.               | THE THE O  | i a mobil      | e nome has been                              | . Joubilance ut   | , oo jeurs.  |
| 12. Approved Disposition Inst                                     | ructions Th             | is agency recomn   | nends that th  | e file series be cut off at                  | t the end of each:  | and the state of t |
| ·   |                         |  | •              | r; KI Other                                  |   | then   |
|   | _                       |  |                |  |   | The same title in the same in  |
| ☐ Hold in the current file  | s area                  | month(s)   | year           | (s); then                                    |   |  |
| ☐ Transfer to local holding                                       |                         |  |                |  |   |  |
| ☐ Transfer to State Recor   | ds Center; hold         | .ye  | ar(s); then    |  |   |  |
| ☐ Destroy.  | _                       |  |                |  |   |  |
| ☐ Transfer to State Archi   | ves for permane         | ent retention.   |                |  |   |  |
| Od Other (Specify) Microfiche:                                    | Hold mi                 | crofiche in  | current        | files area for 3                             | O years: then   | destroy  |
| Microritae.   | متلام المست             |  |                |  | - '   | _  |
|   | and Sta                 | Microfic   | hà is v        | erified: than                                | doct M  | 14628<br>7-19-85   |
| Paper File:   | Hold un                 | til verifie  | d and des      | erified; then .                              | exestroy.   | 7-19-85  |
|   |                         |  | A State        | 4  |   |  |
|   |                         |  |                |  |   |  |
| •   |                         |  |                |  | í   | •  |
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|   |                         | •  | •              |  |   | . •  |
| There instructions and the  |                         |  |                |  |   | • •  |
| These instructions apply to                                       | all prior and ti        | uture accumulation   | ons of the se  | ries.  | <i>.</i>  | . ,  |
| •   |                         |  |                | hed (tul                                     | 1100  | 7-16-85  |
| Agency Head/Designee (Signa                                       | ture)                   | Date   | Records        | lanagement Officer (Si                       | gnature)  | Date   |
| 1400  | ·                       |  |                | 1 70   | 1   |  |
| Pete Poulsen  |                         | 5-31-85  | 1              | Joe Shiel                                    | <u> </u>  | 6.24.85  |
|   |                         |  | St             | zte Records Committee                        | (Signature)   | Date   |
| Recommendations in para-  |                         | There was a second to the second seco | <b>Y</b> \     | 1 .  | 10.3  | 7 / /  |
| graph 12 are approved.  | State Audi              | itor/Designee  | Inn            | Mull Mr                                      | •   | 7/25/85  |
| (If disapproved, attach letter of explanation.)                   |                         | 0  | 14.            | A 111. A 1                                   | Territoria ( Territoria de la Companio de Contra d<br>- Contra de C | The state of the second |
| or expresseduon.)   | Secretary of            | State/Designee   | Tawar          | of Willow                                    | T. Bles and Martin in March Strake in word files and was recommended to the Strake in the American and American   | 1/23/82  |
| •   | Attorney Ge             | eneral/Designee  | 1              | 11/2-  |   | 76/11/1  |
| R-50-71; Rev. 76  | - Continue Constitution |  | Reverse Sicre  | KUYS S                                       | Participation of the second se  | NHIDZ  |

315-15



AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  | 1. Agency Address  | FOR RECORDS MANAGEMENT USE                |
|---|--|---|
| Application Date  | Comptroller General's Office   | Application Number                        |
| ·   | State Fire Marshal's Office  | 73-138-A                                  |
| Application Number  | Mobile Home Division   | Date Received Date Completed              |
|   | 7 Martin Luther King Jr. Drive   | MAY O O 1000                              |
|   | Atlanta, Georgia 30334   | 1 1982                                    |
| 2. Person to Contact  | Working Title  | Telephone Number                          |
| Pete Paulsen  | Administrator, Mobile Home   | Division 656-2064                         |
| 3. Action Requested   |  |   |
| a.   Establish Retention  | Schedule; repord will continue to accumulate.  |   |
| b.   Dispose of present as  | ccumulation; no further accumulation anticipated.  | ·   |
|   | No73-138 Check One: 🔞 Change; 🔲 Superced   |   |
| 4. Dates of Series  | 5. Records Series Title (followed by title used in office; if di   | fferent)                                  |
| Earliest Latest   | 1  |   |
| 9/68 To date  | Licensed Georgia Mobile Home Dealers File  | s ·                                       |
| 6. Division and Office Function   |  |   |
|   | (27) (4.2m) (4.1m) (4.1m)  |   |
| To administer the Un  | iform Standards Code for Factory Manufactur  | ed Moveable Homes Act. To                 |
|   | e the construction of mobile homes that are  |   |
|   | d for sale in Georgia. To license, inspect   |   |
|   | ufacturers in the State of Georgia. To ins   |   |
|   | ews all plans, specifications, and test dat  | <del>-</del>                              |
|   | sts plant personnel in correcting productio  | <del></del>                               |
|   | . Issues Code Certification Decals to mobi   |   |
|   | complaints made by consumers against mobil   | e home manufacturers and                  |
| dealers.  |  | •   |
|   |  | 4   |
|   | <b>1</b>   |   |
| 7. Record Series Description  | This file contains the following documents (include form nu Attach samples of the file.  | mbers and titles, if any):                |
| Documents relating to:  | The Administration of the Uniform Standar  | ds Code for Factory Manu-                 |
|   | factured Moveable Homes Act  |   |
|   |  | <b>-</b>                                  |
| Included are:   | Copies of the applications for license (F  | M56), dealer's license (FM58),            |
| ,   | Mobile Home Dealer's Inspection Reports,   | and correspondence                        |
|   | related to inspections and licensing.  |   |
|   |  |   |
|   |  |   |
|   |  | •   |
| . 1   |  |   |
|   |  |   |
|   |  |   |
|   | ·  |   |
|   |  |   |
| File is arranged:   | Numerically by Code Key numbers.   |   |
| File is arranged:   | Numerically by Code Key numbers.   |   |
| 2 2   |  |   |
| 8. Monthly Reference Rate   | How often are records referred to which are:   | a hugany faur months old                  |
| 8. Monthly Reference Rate One to six months oldTw   | How often are records referred to which are:  ice ; Seven to twelve months old <u>Twice</u> ; Thirteen to                          | o twenty-four months old;                 |
| 8. Monthly Reference Rate One to six months old Tw twenty-five months and olde                                | How often are records referred to which are:  ice ; Seven to twelve months old <u>Twice</u> ; Thirteen to                          | o twenty-four months old;                 |
| 8. Monthly Reference Rate One to six months old Tw twenty-five months and olde 9. Annual Rate of Accumulation | How often are records referred to which are:  ice ; Seven to twelve months old <u>Twice</u> ; Thirteen to records.                 |   |
| 8. Monthly Reference Rate One to six months old Tw twenty-five months and olde 9. Annual Rate of Accumulation | How often are records referred to which are:  ice ; Seven to twelve months old <u>Twice</u> ; Thirteen to records ?  on of Records | o twenty-four months old; Other (specify) |

(Over)

| Marinini inga (inga karangana)   |  | (epis esien                     | <del></del>   |  | 87 .veR :17-08-RA   |
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|  | - Mille  |                                 | 99ngisəQ\lenənə2  | (amottA  | :   |
| 28-12-5  | Little D   | Unas                            | esignee (Designee   | Secretary  | of explanation.)  |
| 78-57-5  | Many   |                                 | eangised\notibu/  |  | graph 12 are approved.  |
| Date   | Committee (Signature)  | state Records                   |   | •  | Recommendations in para   |
| · · · · · · · · · · · · · · · · · · ·  | March 1  | manl                            | 1 ) 0.6.6   | 700  | 200 V 42 V  |
| 18-6-5   | 7 (  | 102                             | 58-2-2  | 10.000   | 870   |
| e) Date  | (auteni?) 193iHO   | InemegensM sbroosR              | steO  | ignature)  | Agency Head/Designee (2   |
|  |  | s of the series.                | noitalumpose atutuh b                                       | oly to all prior an  | These instructions ap   |
|  |  | :                               |   |  | <u>:</u>  |
|  | ,  |                                 |   |  |   |
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|  |  |                                 | i indituata i tuaupi  | viculaez ios bei us  | A stat2 of hatenanT □ □ Other (Specify) □   |
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| 1 1  |  |                                 | 7 (s) 1897 blo  | the state of the s | <del></del>   |
|  |  |                                 | I (s) dt nom -  |  |   |
| tueut —  |  | Fiscal Year;   Other            | ☑ Calendar Year; □  |  |   |
|  | cort off at the end of each:   | •                               |   | Instructions   | 12. Approved Disposition  |
| ble during   | ontion instructions  egulation, Subpart H,  d file shall be availa  been established at 3  | strative need.  Dermanent recor | ations. Explain admini<br>se Procedural ar<br>attached. The | of Iaws or regul<br>Mobile Home<br>(di),   | Attach copy or excerp<br>Pederal Register,<br>Paragraph 3282.36   |
|  |  | etes lesebed 3                  | Constant  | uc   | b. Statute of limitatio<br>c. Federal law   |
| Vears.   | р  | d. Audit perio                  | S169YQ  | <b>1</b> -   | wed etete Law   |
|  |  | s the series to be kept:        | thin a computer printo The following requires               |  | X   _i Does the tree of the second in X   _i   X   X   _i   X   X   _i   X   X   _i   X   X   X   X   X   X   X   X   X |
|  |  |                                 | n viseuugas iti regulariv m                                 | es <u>(or a major po</u>   | nez sint sl ,i X  |
|  | . sdeuck s   | or in another office or         | is series in your office,                                   | •  | h, is there a X   |
|  | fin a summarized report?   | siyzed and/or recorded          | ns reve series sint ni be                                   |  | y g, is the info  |
|  |  | beits area of Spadsildu         | ud neve series sint ni be                                   | nistnൽ noitsമ്പു   | X f, Is the info  |
| these  | ntire file for a long period, could  | ecessary to keep the en         |   | or two documers<br>s be scheduled se   |   |
| udantah sammit sa si ta suurutati su tita ti dalam talifati su dagamman<br>A | The second secon | rch value?                      | ical or long term resea                                     |  | X c, ls this a v  |
| منت المستدينية   | lling? If yes, cite law or regulați  | edownia security nand           |   | 1  | - x   |
|  | forting an included and \$1 Confil   | d in to a paining               |   | Sti si enei  | X If not, wi  |
|  |  | r , , (uшn                      | "X" in the proper col                                       | ns ese(4) eries<br>official copy of  | YES NO 10, Questioni  |
|  | والمستقد المستدين المسادي للمارا والمساورات المستدين المستدين  |                                 |   | ····   |   |

OFFICE OF SECRETARY OF STATE

PAGE

| OF RECORDS DISPOSITION STANDARD   | DEPARTMENT OF ARCHIVES & HISTORY  RECORDS MANAGEMENT DIVISION   |
|---|---|
| 1 Application Date 2-9-73  front and reverse of this form. Sign original and two copies  2 Agency Application No.  and forward to Department of Archives and History, Attention:  Records Management Officer.   | MAR 6 1973 73-/38 MAR 9 1973  |
| Mobile Homes Branch<br>State Fire Marshal's Office<br>Office of the Comptroller General   | Paula Mont  5. Working Title. Steno II  6. Tel. Mo. 2065  |
|   | OSE OF PRESENT ACCUMULATION;<br>URTHER ACCUMULATION ANTICIPATED   |
| 8. Earliest & Latest Dates of Series  9. Exact Series Title Licensed Georgia Mobile Home  10. What is the function of the office in which this record s   |   |
| To administer The Uniform Standards Code for Factor Homes Act. To inspect and supervise the construct are manufactured in and out of state and are offer To license, inspect, and monitor the mobile home of the State of Georgia. To inspect and monitor out Reviews all plans, specifications, and test data a manufacturers. Assists plant personnel in correct that violate the Fire Safety Laws. Issues Code Ce mobile home manufacturers. Monitors mobile home against mobile home manufacturers and dealers. | ory Manufactured Movable zion of mobile homes that red for sale in Georgia. dealers and manufacturers in of state manufacturers. Submitted by mobile home zing production procedures extification Decals to |
| 11. This file contains the following documents (include form  | numbers and titles, if any,   |
| and file arrangement).  |   |

- 1. These files relate to administration of the Uniform Standards Code for
- Factory Manufactured Movable Homes Act.
  2. The files include copies of the applications for license (FM56), dealer's license (FM58), Mobile Home Dealer's Inspection Reports, and correspondence related to inspections and licensing.
- 3. The files are arranged in numerical order by their Code Key numbers. The Code Key number for Howard and Reese Mobile Homes in Cartersville is 8-MD-4. The "8" stands for the county which is Bartow; the MD stands for Mobile Home Dealer and the "A" is the number given to that dealer. An example of our Mobile Home Dealer Code Key is attached for your references.

| SAMPLES | יסודים י |
|---------|----------|
|         |          |

| 12. | EQUIPMENT OCCUPIED       | No. of Dravers | Cu. Pt. of Records   |                                    | No. of         | Dravere        | Cu. Ft. o           |   |
|-----|--------------------------|----------------|--|------------------------------------|----------------|----------------|---------------------|---|
|     | Letter-size File Drawers |                |  | ARRUAL RATE OF ACCUMULATION        | . 1            |                | 2                   | (C) |
|     | Legal-size File Dravers  | 1 1/2          | 3  | Figor Space Occupied (Square Feet) | In off         | ice(s)         | In Stores           | e Area(e)                               |
|     |                          |                | , 4  |                                    | This<br>Year's | Last<br>Year's | Preceding<br>Year's | Ali Prior<br>Years                      |
|     |                          |                | 7. The state of th | AVERAGE DAILY REFERENCES           | 2              | 1              | 0                   | 0                                       |

Form: AR-50-71

| PAGE | -2 |
|------|----|
|      |    |

|  | PAGE       |   |
|--|------------|---|
| QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain  | YES        | *NO   |
| 13. Is this the Record Copy of the series?   | <b>K</b> ] | [ ]   |
| 14. Is there a duplication of this series in another office or agency?   | [ ]        | $\bowtie$   |
| 15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.  | [ ]        | $\bowtie$   |
| 16. Does the series contain classified information requiring security handling?  | [ ]        | $[\times]$  |
| 17. Does the series initiate, amend or terminate agency policies and procedures?   | [ ]        | $\bowtie$   |
| 18. Could the function be performed if the files were lost or destroyed?   | $\bowtie$  | [ ]   |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?   | [ ]        | $\bowtie$   |
| 20. Does the record series provide data as input to an EDP file?   | [ ]        | $\bowtie$   |
| 21. Does the record series contain documentation produced as EDP printout?   | [ ]        | $\bowtie$   |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?   | .[]        | $\bowtie$   |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?  | []         | $\bowtie$   |
| 24. REQUIREMENTS. The following requires the files to be kept 2 years:   |            |   |
| a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e. ADMINISTRATIVE f.[]HISTOL LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)  |            |   |
| 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER  | the e      | nd<br>n:  |
| Hold in the current files areamonth(s)/l year(s):  Transfer to [X] State Records Center [] Local Holding Area; holdl year(s)  Destroy.  Transfer to State Archives for permanent retention.  Destroy immediately after cut-off.  | درم ح      |   |
| - (20년 전 1)<br>- 18 (20년 전 1)<br>- 18 (20년 전 1)  |            | - <b>T</b>  |
|  |            |   |
| The state of the s | · 1        | <del>الله (الله الله الله الله الله الله الله</del> |
| (Indicate briefly rationale for recommendations above/or write additional remark   | ks):       | .;  |
| Records Management Offiger (Signature) Date  Tiel Chillian II 2/14/73  OTHER REQUIRED SIGNATURES   | DA:        | TE  |
| 26. Recommendations Agency Head/Designee in paragraph 25 [V] Approved [] Disapproved () Among a Caldwell   | 2/15       | /13   |
| are:    State Auditor/Designee   | 2.2        | <u></u><br>つス                                       |
| STATE RECORDS Secretary of State/Designee  COMMITTEE S [ Approved [ ] Disapproved Carroll New York   Secretary   S | 21         | リ)<br>フ2  |
| Attorney General/Designee  [] Approved [] Disapproved MAN JULE  [] Approved [] Disapp | 27         | <u>/_7</u><br>~ 2                                   |
| TILA ADDROVAN I I INCADDROVANTA O FA ATRICITA A ACC  | 3.7-       | . / 1   |